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# NON-SWORN MEMBER VACANCY

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*The Kansas City Missouri Police Department employment practices are designed to hire, promote, and assign members without discrimination on the basis of race, color, religion, sex/gender, age, national origin, genetics, or disability.*

**DATE:** June 21, 2024

**JOB VACANCY MEMORANDUM NO.** 24-14 EXTENDED

**TITLE:** Human Resources Specialist IV, Workers' Compensation Coordinator

**ELEMENT OF ASSIGNMENT:** Human Resources Division/Employee Benefits Unit

**PAY RANGE:** 17

**STARTING MONTHLY SALARY:** \$3,842

**VACANCY STATUS:** Anticipated

**EXPIRATION DATE:** July 5, 2024

**REQUIREMENTS:**

Under general direction, ensure timely processing of workers' compensation claims both physical and psychological injuries; evaluate incident reports to determine accuracy, completeness and ensure adequate investigation. Ensure the Department is in compliance with applicable workers' compensation laws and regulations.

**Essential Job Functions:** (Functions essential to attaining job objectives.)

1. Evaluate incident reports to ensure timely processing to the Division of Workers' Compensation, the departments TPA and the City Attorney's office.
2. Must have the ability to work with highly sensitive information in a confidential and professional manner and maintain the information as such.
3. Review documentation to determine whether medical bills and temporary total disability benefits should be authorized and continued; authorize payment of medical bills and temporary total disability benefits upon receipt of proper documentation.
4. Review incident reports to identify patterns of injury and to determine whether unsafe conditions contributed to the incident; provide the Department with information that will aid in reducing accidents and improve safety.

5. Attend seminars, conduct research, and maintain liaisons with individuals in the medical community and health care field to keep abreast of current medical procedures and medications.
6. Perform duties associated with the administration of the workers' compensation program related to: processing reports of injury for state compliance, preparing annual workers' compensation reports required by the state, and responding to requests for information related to on-duty injuries and communicable disease.
7. Communicate with the KCPD network of physical and psychological doctors weekly to review member cases.
8. Schedule appointments, maintain records and handle billing for physical and psychological treatment.
9. Review all work comp settlements provided by the City Attorney's office.
10. Provide backup to the Benefits Section Supervisor with FMLA.
11. Administer department directives regarding pandemics.
12. Facilitate department random drug testing and process payments.
13. Responsible for administration of department leave pools and timekeeping for members in the injury leave pool, sick leave pool, and FMLA pool including parental leave.
14. Provide pool and return to full duty letters to the Personnel Records Section to distribute.
15. Maintain a Department wide pool list of all members in the injury leave, sick leave, limited duty and FMLA pools. Audit the list to confirm all medical documentation has been provided and is up to date.
16. Input and maintain workers' compensation information in the workers' compensation database and paper files.
17. Communicate with City Attorneys, prepare and submit all workers' compensation medical reports to City Attorneys in a timely manner.
18. Ensure department members are paid accurately by processing, in the payroll system, all workers' compensation pay (Injury time).
19. Respond to the State's requests for information related to on-duty injuries.
20. Maintain reliable and predictable attendance. Incumbent must have the ability to work overtime and/or weekends when necessary.
21. Perform related duties as required and assist related positions as necessary.
22. This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA) as amended by the Amendments Act of 2008 (ADAAA); and the Missouri Human Rights Act (MHRA).

**Job Standards:** (Minimum qualifications needed to perform essential functions.)

To successfully perform the essential functions of this position, the incumbent must possess a high school diploma or equivalent. A minimum of two years' experience with handling workers' compensation claims and familiarity with medical terminology common to workers' compensation is preferred. Must have the ability to communicate effectively both verbally and in written form. Experience working with the RISKMASTER Accelerator database system or other workers' compensation computer program is preferred.

**Physical Requirements:** Incumbent will use the telephone and perform stationary work at a personal computer 80% of their work day. Must have the ability to lift 5 to 20lb. file boxes occasionally, bend, kneel, and reach to file.

**Job Location:** (Place where work is performed.)

Position operates in a standard office environment 100% of the time.

**Equipment:** (Machines, devices, tools, software, etc., used in job performance.)

- Personal computer
- Calculator
- Telephone
- Copier/Scanner/Fax

Applicants interested in being considered for this position must submit a cover letter and a resume to [Mindy.Davis@kcpd.org](mailto:Mindy.Davis@kcpd.org), to be received no later than **JULY 5, 2024**.

All members must obtain a residence within 30 statute (air) miles of the nearest Kansas City, Missouri city limit during their full term of employment with the Department.

Selected applicants who meet all of the qualifications will be contacted individually to schedule an interview. Selected applicants must also submit to a Clerical Test (75% accuracy), Typing Test (35 wpm with 10 or fewer errors in 5 minutes), CVSA, post-offer physical examination and drug screen.